

Department for Local Government

Community Development Block Grant (CDBG) Administrator Certification Training November 13-16, 2012

Historic Boone Tavern Hotel
100 Main Street North
Berea, KY 40403
(859) 985-3700

Guest Room Rates: \$79, \$89 and \$95

Reservations must be made by October 25, 2012



Details

Who should attend: Any individual wishing to administer a Community Development Block Grant (CDBG). **NOTE:** All CDBG grant administrators in the Commonwealth of Kentucky must be **certified**. In order to become **certified for the first time**, grant administrators MUST attend the 3½ day training session and must pass the certification exam given on the last day of the training.

Tuition: Registration for this course is **FREE** of charge.

Registration: The attached registration form must be completed for each individual who wishes to attend. Please fax your form to (502) 573-1519 or e-mail to: amy.smith@ky.gov. No phone registrations will be accepted. **The registration form must be received by the Department for Local Government (DLG) no later than Monday, November 5, 2012.**

Accommodations: A limited number of guest rooms are available at special group rates of \$79, \$89 and \$95 at the hotel noted above. Please make your reservations directly with the hotel by **October 25th**. Be sure to mention **reference code 54956** when making your reservations in order to receive the group rate. **Please note that a making hotel reservation does not register you for the training. You must submit a Registration Form to DLG to register.**

Travel Arrangements: You will receive a confirmation e-mail once your registration form has been received and accepted. You may then make all travel arrangements.

Special Needs: The training location is accessible to persons with physical disabilities. Persons who need auxiliary aids or services, such as interpreters for persons who are hearing impaired, a reader, or large print, are asked to contact DLG at (502) 573-2382 prior to the workshop so that appropriate arrangements can be made. Individuals using TTY/TDD machines may access DLG at (800) 648-6056.

If you have any questions, please contact Amy Martin at (502) 573-2382, ext. 236.